

CIMS HOW TO:

Modify/Delete CIMS(SAAR) Accounts in your UIC



Navy Standard Integrated Personnel System



Modify/Delete CIMS(SAAR) Accounts in your UIC



-Once logged into CCC account click on Career Information Management

-Click on Inquire

Modify/Delete CIMS(SAAR) Accounts in your UIC



The screenshot displays the NSIPS ERM application interface. The top navigation bar includes the NSIPS logo, the text "ERM", and links for "Home" and "Work". A "Menu" window is open on the left side, containing a search bar and a list of navigation options. The "Inquire" section is expanded, showing a list of links. The link "CIMS Access List" is circled in red. To the right of the menu, a blue box contains the instruction: "-Click on CIMS Access List".

Menu

Search:

- My Favorites
- Career Information Management
 - Use
 - Inquire
 - Career Development Board
 - Career Decisions
 - Correspondence Tracking
 - Sponsor Assignment
 - Rating Conversion
 - USMAP Information
 - CIMS Access List**
- Calculators
- Verify
- Certificates
- Forms
- Reports
- Lists
- Employee Self Service
- Electronic Service Record
- Contract Administration
- Worklist
- Reporting Tools
- ERM Security Administration
- My Profile
- NSIPS Report Manager
- Change My Password

Modify/Delete CIMS(SAAR) Accounts in your UIC

[Home](#) | [Worklist](#)

[New Window](#)

Menu

Search:

- My Favorites
- Career Information Management
 - Use
 - Inquire
 - Career Development Board
 - Career Decisions
 - Correspondence Tracking
 - Sponsor Assignment
 - Rating Conversion
 - USMAP Information
 - CIMS Access List**
- Calculators
- Verify
- Certificates
- Forms
- Reports
- Lists
- Employee Self Service
- Electronic Service Record
- Contract Administration
- Worklist
- Reporting Tools
- ERM Security Administration
- My Profile
- [NSIPS Report Manager](#)
- [Change My Password](#)

CIMS Access List

Access Type

☒ All
☐ CCC
☐ Dept/Div
☐ Sponsor

UIC:

CIMS/Sponsor Access ID List

[Personalize](#) | [Find](#)

First 1 of 1 Last

Rank/Rate	Name	Dept	Div	Current UIC	UserID	Access	Last Login	Account Locked

-Enter UIC and Get Records

Modify/Delete CIMS(SAAR) Accounts in your UIC

- Once your UIC comes up there is a good chance you will see a lot of names that are no longer there. Decide if you want to keep or delete.
- The USER ID will be how you modify their account
- Select one you choose to edit/delete by highlighting and copying their USERID.



Menu

Search:

- My Favorites
- Career Information Management
 - Use
 - Inquire
 - Career Development Board
 - Career Decisions
 - Correspondence Tracking
 - Sponsor Assignment
 - Rating Conversion
 - USMAP Information
 - CIMS Access List
- Calculators
- Verify
- Certificates
- Forms
- Reports
- Lists
- Employee Self Service
- Electronic Service Record
- Contract Administration
- Worklist
- Reporting Tools
- ERM Security Administration
- My Profile
- NSIPS Report Manager
- Change My Password

Access Type

☒ All ☐ CCC ☐ Dept/Div ☐ Sponsor UIC: 55882 MILCOMMG MGT MILL

CIMS/Sponsor Access ID List

Rank/Rate	Name	Dept	Div	Current UIC	UserID	Access	Last Login	Account Locked
NCCM		BUP3	32	55882		CCC		N
NCCM		BUP3	32	55882		CCC	02/23/2012 2:49PM	Y
NCCM		BUP3	32	55882		CCC	03/10/2009 3:31PM	Y
NCCM		BUP3	32	55882		CCC	06/20/2007 3:26PM	Y
NCCM		BUP3	32	55882		CCC	03/26/2007 1:06PM	Y
NCCM		BUP3	32	55882		CCC	11/17/2006 1:42PM	Y
PSC		BUP3	32	55882		CCC	04/11/2011 4:53PM	Y
PSCS		BUP3	32	55882		CCC	02/20/2007 9:33AM	Y
NC1		BUP3	32	55882		CCC	10/28/2011 11:09AM	Y
NC1		BUP3	32	55882		CCC	03/03/2008 2:13PM	Y
NC1		BUP3	32	55882		CCC	10/04/2012 9:33AM	N
NC1		BUP3	32	55882		CCC	10/27/2009 10:03AM	Y
ACC		BUP3	32	55882		CCC	09/15/2011 2:38PM	Y
LT				55882		CCC	10/03/2012 12:21PM	N
NC1		BUP3	32	55882		CCC	03/23/2012 8:39AM	Y

Modify/Delete CIMS(SAAR) Accounts in your UIC

-Right click on the ERM SECURITY ADMINISTRATION LINK

-Open in a new Window or Tab

NSIPS

Menu

Search:

My Favorites

Career Information Management

Use

Inquire

- Career Development Board
- Career Decisions
- Correspondence Tracking
- Sponsor Assignment
- Rating Conversion
- USMAP Information
- CIMS Access List**

Calculators

Verify

Certificates

Forms

Reports

Lists

Employee Self Service

Electronic Service Record

Contract Administration

Worklist

Reporting Tools

ERM Security Administration

My Profile

NSIPS Rep

Change My

Open

Open in New Tab

Open in New Window

Save Target As...

Print Target

Cut

Copy

Copy Shortcut

Paste

CIMS Access List

Access Type

All CCC Dept/Div Sponsor UIC: 55882 MILCOMMG T MILL Get Records

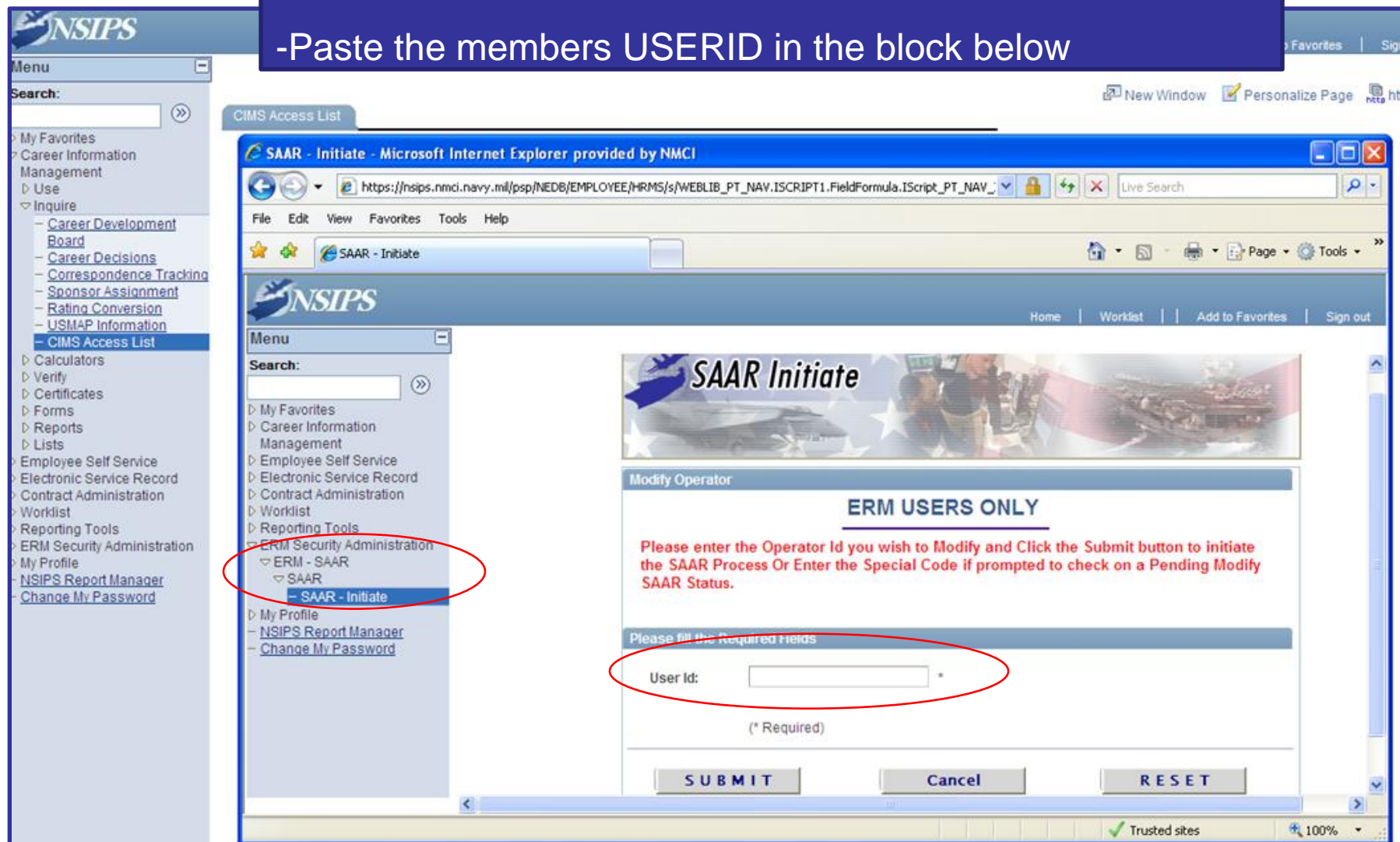
CIMS/Sponsor Access ID List

Rank/Rate	Name	Dept	Div	Current UIC	UserID	Access	Last Login	Account Locked
NCCM		BUP3	32	5588				N
NCCM		BUP3	32	5588			02/23/2012 2:49PM	Y
NCCM		BUP3	32	5588			03/10/2009 3:31PM	Y
NCCM		BUP3	32	5588			06/20/2007 3:26PM	Y
NCCM		BUP3	32	5588			03/26/2007 1:06PM	Y
NCCM		BUP3	32	5588			11/17/2006 1:42PM	Y
PSC		BUP3	32	5588			04/11/2011 4:53PM	Y
PSCS		BUP3	32	5588			02/20/2007 9:33AM	Y
NC1		BUP3	32	5588			10/28/2011 11:09AM	Y
NC1		BUP3	32	5588			03/03/2008 2:13PM	Y
NC1		BUP3	32	5588			10/04/2012 9:33AM	N
		BUP3	32	5588			10/27/2009 10:03AM	Y
		BUP3	32	5588			09/15/2011 2:38PM	Y
				5588			10/03/2012 12:21PM	N
		BUP3	32	5588			03/23/2012 8:39AM	Y

Modify/Delete CIMS(SAAR) Accounts in your UIC

-Follow the SAAR tree

-Paste the members USERID in the block below



NSIPS

Menu

Search:

My Favorites

Career Information Management

Use

Inquire

- Career Development Board
- Career Decisions
- Correspondence Tracking
- Sponsor Assignment
- Rating Conversion
- USMAP Information
- CIMS Access List

Calculators

Verify

Certificates

Forms

Reports

Lists

Employee Self Service

Electronic Service Record

Contract Administration

Worklist

Reporting Tools

ERM Security Administration

- ERM - SAAR
 - SAAR
 - SAAR - Initiate

My Profile

NSIPS Report Manager

Change My Password

SAAR - Initiate - Microsoft Internet Explorer provided by NMCI

https://nsips.nmci.navy.mil/psp/NEDB/EMPLOYEE/HRMS/s/WEBLIB_PT_NAV.ISCRIPT1.FieldFormula.IScript_PT_NAV_

Live Search

File Edit View Favorites Tools Help

SAAR - Initiate

NSIPS

Home Worklist Add to Favorites Sign out

SAAR Initiate

Modify Operator

ERM USERS ONLY

Please enter the Operator Id you wish to Modify and Click the Submit button to initiate the SAAR Process Or Enter the Special Code if prompted to check on a Pending Modify SAAR Status.

Please fill the Required fields

User Id:

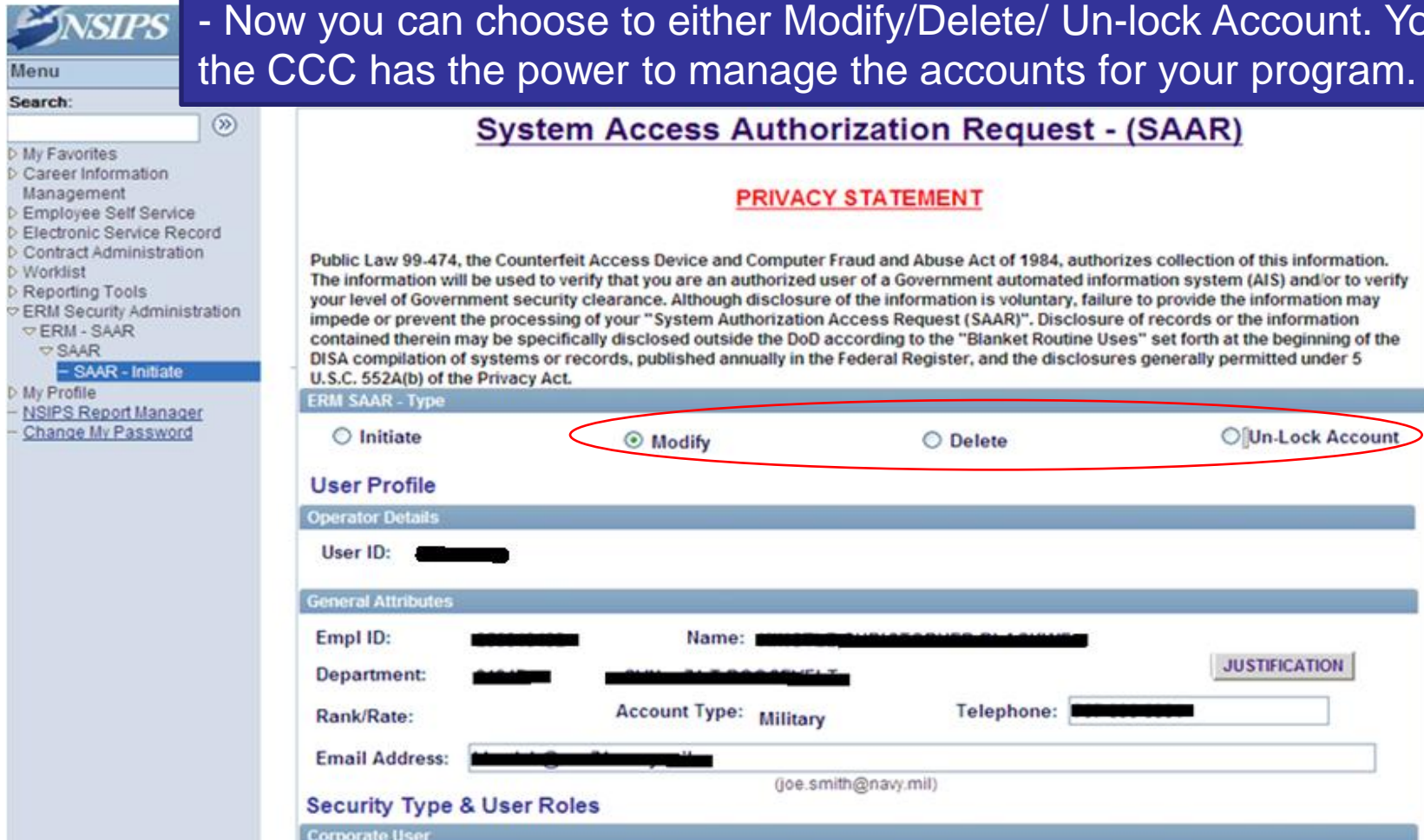
(* Required)

SUBMIT Cancel RESET

Trusted sites 100%

Modify/Delete CIMS(SAAR) Accounts in your UIC

- Now you can choose to either Modify/Delete/ Un-lock Account. You as the CCC has the power to manage the accounts for your program.



NSIPS

Menu

Search:

My Favorites

Career Information Management

Employee Self Service

Electronic Service Record

Contract Administration

Worklist

Reporting Tools

ERM Security Administration

ERM - SAAR

SAAR

SAAR - Initiate

My Profile

NSIPS Report Manager

Change My Password

System Access Authorization Request - (SAAR)

PRIVACY STATEMENT

Public Law 99-474, the Counterfeit Access Device and Computer Fraud and Abuse Act of 1984, authorizes collection of this information. The information will be used to verify that you are an authorized user of a Government automated information system (AIS) and/or to verify your level of Government security clearance. Although disclosure of the information is voluntary, failure to provide the information may impede or prevent the processing of your "System Authorization Access Request (SAAR)". Disclosure of records or the information contained therein may be specifically disclosed outside the DoD according to the "Blanket Routine Uses" set forth at the beginning of the DISA compilation of systems or records, published annually in the Federal Register, and the disclosures generally permitted under 5 U.S.C. 552A(b) of the Privacy Act.

ERM SAAR - Type

☐ Initiate ☒ **Modify** ☐ Delete ☐ Un-Lock Account

User Profile

Operator Details

User ID: [REDACTED]

General Attributes

Empl ID: [REDACTED] Name: [REDACTED]

Department: [REDACTED]

Rank/Rate: [REDACTED] Account Type: Military Telephone: [REDACTED]

Email Address: [REDACTED] (joe.smith@navy.mil)

JUSTIFICATION

Security Type & User Roles

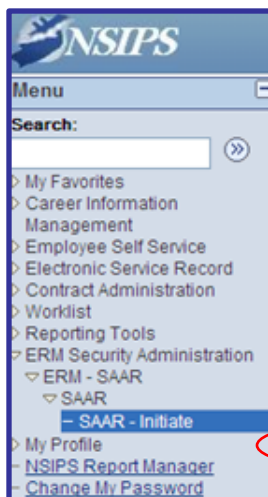
Corporate User

- If you are attempting to Modify your own account. Your supervisor (CMC, LCPO, etc) needs to follow these steps and do it in their account.

Modify/Delete CIMS(SAAR) Accounts in your UIC



- If your modifying to add or delete UIC's click on CIMS UIC ACCESS.
- The supervisor field will be auto populated so you will be the approving Supervisor for all.



UIC Access Setup

ERM UIC Access

CIMS UIC Access

Workflow Setup

Supervisor Details - SAAR Form

Name:

(Last,First Middle)

Email Id:

(joe.smith@cnrf.navy.nola.mil)

Contact Phone:

SUBMIT

Modify/Delete CIMS(SAAR) Accounts in your UIC

- For all CIMS accounts always put CIMS SUPER FAM PRIMARY.
- Once complete click OK and the SAAR will go directly to the CIMS SUPERFAM for approval.

NSIPS

Home | Worklist | Add to Favorites

Menu

Search: >>

- My Favorites
- Career Information Management
- Employee Self Service
- Electronic Service Record
- Contract Administration
- Worklist
- Reporting Tools
- ERM Security Administration
 - ERM - SAAR
 - SAAR - Initiate
- My Profile
- NSIPS Report Manager
- Change My Password

Route SAAR for Final Approval

Function Manager - Details

Select	Name	UIC	Command	Role Name
<input checked="" type="checkbox"/>	CIMS Super FAM Primary	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM
<input type="checkbox"/>	CIMS Super FAM Secondary	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM
<input type="checkbox"/>	SEAL SWCC NSW SuperFAM Primary	00074	COMNAVSPECWARCOM	Man Power & Personnel FAM
<input type="checkbox"/>	NSIPS/ESR Super FAM Secondary	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM
<input type="checkbox"/>	SEAL SWCC NSW SuperFAM Second	3593A	CENSEALSWCC SAN DIEGO CA	Man Power & Personnel FAM
<input type="checkbox"/>	NSIPS/ESR Super FAM Primary	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM

Note:

Operator(s) displayed in this style are the Manpower & Personnel FAM(s) ISSO(s) NAM(s) and transactions can be routed to them if there are no Local FAM(s) ISSO(s) NAM(s) set-up for your Activity.

OK Cancel



Modify/Delete CIMS(SAAR) Accounts in your UIC



- Questions please call NCC(SW/AW) Chris Kinstle-901-874-2533 or email christopher.kinstle@navy.mil